



REPLY TO
ATTENTION OF:

APVR-RPA-CA (600-85a)

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON FORT RICHARDSON
600 RICHARDSON DRIVE # 6000
FORT RICHARDSON, ALASKA 99505-6000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY05 Unit Prevention Leader (UPL) Training and Certification Courses

1. The Fort Richardson Army Substance Abuse Program (ASAP) will host the following UPL training and certification courses at the James Lee Reserve Center's large classroom, Bldg 45-580:

Date	Time	Suspense Date
15 -19 November 2004	0900 -1700, daily	1 November 2004
24 - 28 January 2005	0900 -1700, daily	7 January 2005
24 & 27-30 June 2005	0900 -1700, daily	3 June 2005
8 – 12 August 2005	0900 -1700, daily	25 July 2005

2. All United States Army Alaska (USARAK) UPLs must be trained and certified prior to administration of the drug testing program at the unit level. Candidates must attend all five training days in order to complete the training process and are required to pass a certification examination with a minimum score of 70 percent.

3. The class size is very limited; therefore, commanders are requested to submit a **nomination memorandum** with the name, rank, social security number, duty phone and expected DEROS date for primary and alternate nominees. **No candidate can sit for the course unless a completed Criminal Investigation Division (CID) background check and unit appointment orders are submitted to ASAP prior to the course start date.** These documents must be maintained by the ASAP for each nominee IAW higher headquarters guidelines.

4. The POCs are Mr. Aaron Harrop, Prevention Coordinator at 384-1411 and SGT Lynnette Mack, Alternate Installation Biochemical Test Coordinator/ Prevention Specialist at 384-1416.

DAVID L. SHUTT
LTC, AR
FRA Garrison Commander

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